

MY PL@DET

*DELIVERERS: Scheduling a professional
learning event via My PL@DET*

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The following steps describe the process for deliverers to schedule and publish for advertisement a course or program event through My PL@DET.

1. Deliverer access is required for scheduling events. Principals have Deliverer access.



For information on how the principal of your school can change deliverers of course or program events, go to the [Professional Learning and Leadership Development Directorate's website](#) to access the My PL@DET site.

2. Prior to scheduling an event through [My PL@DET](#), identify the course or program that you wish to schedule. Please note that courses are 10 hours or less and programs are more than 10 hours.



Please note:

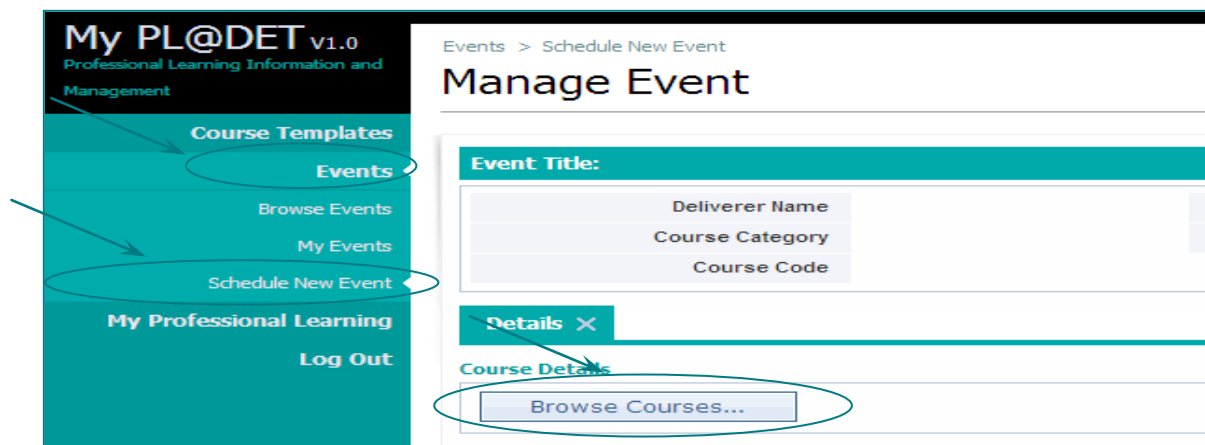
the exact name and spelling of the course or program (or the specific course or program code) as this is necessary for your search in My PL@DET.

3. Request approval from the **Course Contact** to deliver the course or program. Please note that some courses and programs have already been approved for delivery by school personnel. If this is not the case for the course or program you wish to deliver, you **MUST** obtain approval from the **Course Contact** before scheduling the event.

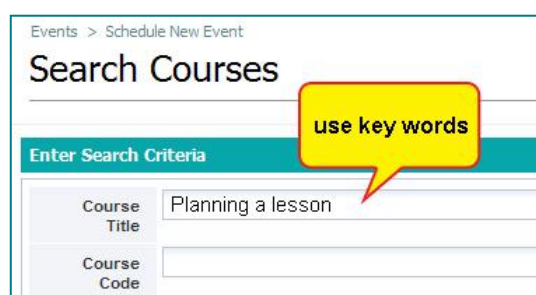
4. You can access [My PL@DET](#) through:

- using your DET staff portal login. Click on **My applications** and scroll down the alphabetical list to find the link to My PL@DET. Use your normal DET User ID and password to login
- accessing the Logon screen via the [Professional Learning and Leadership Development Directorate website](#) and clicking on My PL@DET in the left-hand menu
- accessing the Logon screen via the internet at www.det.nsw.edu.au/docprs/welcome.do

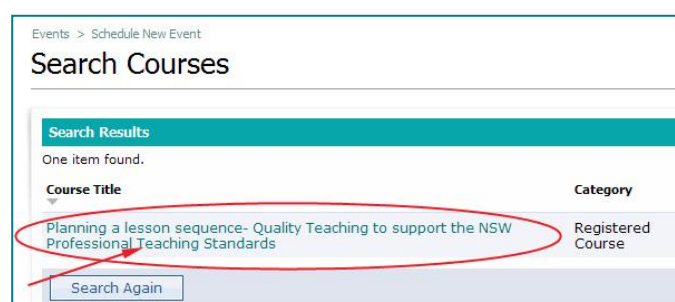
- After login, click on **Events** in the left-hand menu and a detailed menu will drop down.
- Click on **Schedule New Event**. Please note that each full delivery of a course or program should be scheduled as **one** event. One event can incorporate a number of sessions of professional learning over an extended period of time.
- Click on the **Browse Courses...** button to open the **Search Courses** window.



Search for the course or program event by typing in its name in the **Course Title** box or entering its code in the **Course Code** box and then click on the **Search** button. Please note that if you are searching using the course or program name, you only need to enter one key word in the **Course Title** box using the exact spelling. If you enter more than one word, you need to use an accurate sequence of words as well as the exact spelling.



- A list of all current scheduled course or program events that match your search criteria will appear in the **Search Courses** screen. If no events are found matching your search criteria, you should click on **Back to Search** to return to the **Search Courses** screen and change your search criteria. Please note that it is best to enter minimum information that sufficiently narrows your search parameters while still ensuring a match.
- In **Course Title**, click on the course or program event that you require. If choosing from a number of options, you should check to ensure that you make the correct selection. If necessary, you can refine your search by clicking **Search Again**.



10. The **Manage Event** screen will open and you will see four TABs: **Details**, **Schedule**, **Evaluation Questions** and **Publication**, each marked with an **X**. Refer to the information on the course or program event **Details** TAB to confirm that this is the course or program you wish to schedule. Click on **Next** at the bottom right hand side to be taken to the **Schedule** TAB.

The screenshot shows the 'Manage Event' interface. At the top, there's a header 'Event Title: aaaa1'. Below it, a table displays event details: Deliverer Name, Course Category, Course Code (reg123), Event ID, Event Status (Created), and Last Modified. A 'Save' icon is visible in the top right. The main area has four tabs: 'Details' (selected), 'Schedule', 'Evaluation Questions', and 'Publication'. Under the 'Details' tab, there's a 'Course Details' section with fields for Course Title (aaaa1), Description, DET Learning Priority Area (Quality teaching), Available to DET employees only? (Yes), Target Group (All DET Staff), NSW Institute of Teachers (NSWIT) Registered Course (Yes), Registered Hours (02:30), and Further Details. A 'Select New Course...' button is at the bottom of this section. Below that, the 'Course Developed By:' section shows contact information for Karen Yager, including her position, email, and phone number. At the bottom right, a 'Next >' button is circled in red with an arrow pointing to it.

Please be aware that all required fields must be completed in each of the **Details**, **Schedule**, **Evaluation Questions** and **Publication** TABs to ensure the scheduling process can continue.

A close-up of the tabs at the top of the screen: 'Details' (with a checkmark and circled in red), 'Schedule' (with an X), 'Evaluation Questions' (with an X), and 'Publication' (with an X).

If any required fields are missing, an error message will appear at the top of the screen.

A red banner at the top of the screen with a close button (X) on the left and the text '• Error message details'.



Please note that My PL@DET will:

- automatically log you out after a period of inactivity and any unsaved information will be lost
- autosave as you move between TABs, but it is recommended that you regularly click **Save** in the top right-hand corner as you add or edit information



11. Click on the **Schedule** TAB to open the **Schedule** screen. In the **To Be Delivered By** section:

- make the appropriate selection in the **Provider** drop down menu. Please note that this information relates to the Deliverer's location. School-based Deliverers should select their relevant region
- if the contact person for the course or program event that you are scheduling is another officer, you will need to know and amend the **Contact DET User ID** field before proceeding
- click on the **Autofill Details** button to have the details of the Deliverer automatically filled in. If information is incorrect, the form fields can be manually amended.

12. On the **Schedule** screen in the **Venue Information** section, click on the **Find Venue** button.

Manage Event

Event Title: aaaa1

Deliverer Name	Anthony Deliverer	Event ID	1050
Course Category	Registered Course	Event Status	Created
Course Code	reg123	Last Modified	31/03/2011

Details ☒ Schedule ☒ Evaluation Questions ☒ Publication ☒

To Be Delivered By:

Provider * DET NSW - Hunter Central Coast Region

Contact DET User ID * Anthony.Deliverer (e.g. jane.citizen) [Autofill Details](#) You must click this button before making changes

Name * Anthony Deliverer

Email Address * Anthony.Deliverer@det.nsw.edu.au

Telephone Number * 98867020

Mobile Number

Venue Information

Venue Name * Abermain Public School [Find Venue](#)

Goulburn St

ABERMAIN, 2326

Region * Hunter/Central Coast

Select statewide for audiences that include those outside the region

13. Clicking on the **Find Venue** button will open the **List Venue** section. Type key words of the venue name into the **Venue Name** field and click on the **Filter** button. Please note that if your venue is not on the list, you should contact your region's My PL@DET Administrator.

List Venue

Venue List

Region: Hunter/Central Coast

Venue Name:

[Filter](#) [Clear](#)

385 items found, displaying 1 to 10.

Venue Name	Region	Address Line	Suburb	Postcode
Aberdeene Public School	Hunter/Central Coast	Segenhoe Street	ABERDEEN	2336
Abermain Public School	Hunter/Central Coast	Goulburn St	ABERMAIN	2326
Adamstown Public School	Hunter/Central Coast	Bryant St	ADAMSTOWN	2289
Adamstown RSL & Community Club	Hunter/Central Coast	Brunker Rd	ADAMSTOWN	2289
Anna Bay Public School	Hunter/Central Coast	Nelson Bay Loop Rd	ANNA BAY	2316
Another Test Venue	Hunter/Central Coast	fsdfsdf	sdfsdf	0000
Arcadia Vale Public School	Hunter/Central Coast	Glade St	ARCADIA VALE	2283
Argenton Public School	Hunter/Central Coast	Montgomery St	ARGENTON	2284
Ashtonfield Public School	Hunter/Central Coast	Norfolk Street	ASHTONFIELD	2323
Avoca Beach Public School	Hunter/Central Coast	The Round Dr	AVOCA BEACH	2251

Use filters to narrow choice

click name to select

14. On the **Schedule** screen, in the **Participant Costs** section, click on the **Find Venue** button and enter relevant costs for participants. At least one cost is required. You must enter **0** if there is no cost involved. The proposed participant cost is the amount nominated by the course or program Developer. It may or may not be relevant to your course or program event. You may enter a different participant cost.

Please note that financial information is for notification purposes only. My PL@DET is not a financial management system. It is recommended that you include any clarifying payment information in the **Further Details** field.

Actual Participant Cost (\$)		At least one cost is required	Proposed Participant Cost (\$)	
Government School (Incl. GST)	\$ 0	You must enter "0" if there is no cost	Government School (Incl. GST)	\$0.00
Non-Government School (Incl. GST)	\$		Non-Government School (Incl. GST)	\$999.00
NSW DET non School-based (Excl. GST)	\$		NSW DET non School-based (Excl. GST)	\$0.00
Student Teachers (Incl. GST)	\$		Student Teachers (Incl. GST)	\$999.00
Other Participants (Incl. GST)	\$		Other Participants (Incl. GST)	\$999.00

15. Complete all relevant information in the **Event Information** section. The **Local Event Code** is an optional field. You will need to check any relevant school/region/directorate policy about using this code.

In the **Further Details** field, enter any special information for participants or information about enrolment e.g. This event is only available to teachers of (insert) school.

16. Under the **Session Information** section, complete the relevant information. Multiple sessions can be added for one event.

Please note that if the course or program event will be facilitated over a number of sessions or for an extended period, you should tick the box beside **Course available all year**. The **Start Date** and **End Date** fields will autofill. The **Application Closing Date** in the **Event Information** section will also simultaneously autofill. This will enable flexible delivery and management of one course event, accessible to participants at varying times throughout the year.

The screenshot shows two sections of a form. The top section, 'Event Information', contains fields for 'Maximum Participants' (999), 'Application Closing Date' (31/12/2010), and 'Local Event Code'. The bottom section, 'Session Information', contains a checkbox for 'Course available all year' which is checked. Below this are fields for 'Start Date' (14/04/2010), 'End Date' (31/12/2010), and 'Time(s)' (9:00 to 17:00). A red circle highlights the 'Further Details' text area, which contains the text 'This event is only available to teachers at Sarah Redfern High School.'.

17. Click on the **Evaluation Questions** TAB and select the evaluation method by clicking on the appropriate radio button. Add evaluation questions as required.

The screenshot shows the 'Evaluation Questions' tab. At the top, there's a header with 'Event Title: aaaa1' and fields for 'Deliverer Name', 'Course Category', 'Course Code', 'Event ID', 'Event Status', and 'Last Modified'. Below this is a tabbed interface with 'Details', 'Schedule', 'Evaluation Questions' (selected), and 'Publication'. The 'Evaluation Questions' tab has a section for 'Evaluation Method' with 'Online' selected. A red circle highlights this section. A yellow callout box explains: 'Select method to be used. Online means it can be evaluated in My PL@DET and also will have the manual option. Manual means no online option.' Below this is a table of 'Course Question' with columns for 'Pre-event Question', 'Print Order', 'Question Text', and 'Question Type'. The table contains 8 rows of questions. A green circle highlights the 'Add Existing Question(s)' button at the bottom. A yellow callout box explains: 'The deliverer can select additional questions or write their own. They cannot change the developer questions.'

18. It is recommended that you make a final check of all information prior to publishing the course or program event.

You can produce and print a complete PDF version by clicking the print icon on the top right of the screen.



19. Click on the **Next** button to bring you to the **Publication** TAB.
20. Provided you have approval from the **Course Contact** (see Step 3) you should tick the first box on the **Publication** TAB to indicate they have endorsed the course or program event. Please note that an email will be automatically sent to the **Course Contact**.

Event Title: aaaa1

Deliverer Name	Karina Bettison	Event ID	1050
Course Category	Registered Course	Event Status	Created
Course Code	reg123	Last Modified	05/04/2011

Details ✓ Schedule ✓ Evaluation Questions ✓ **Publication X**

Publish Event

Before publishing this Event, make sure you have gained authorisation from the Course Contact:

Karen Yager
(Senior Education Officer Class 2)
Phone: 1234567
Email: karen.yager@det.nsw.edu.au

☒ * Tick this box to indicate that this event is endorsed by the course contact listed above.

☐ Tick this box to indicate that this event is not to be advertised for viewing or enrolment via the My PL@DET search engine. E.g. A local school event that is not open to others.

If you tick here the event will not be displayed in the search engine

[Click Here to Publish this Event](#)

If participants need to enrol in the course or program event, it is recommended that you do not tick the second box. By not ticking this box, the event will be open to public view so that participants can search for and enrol in it.



If it is preferred that the course or program event is not publicly advertised (e.g. if an event is only for staff at your school) it is possible to send selected participants a direct hyperlink to the event.

Complete and publish the event by clicking on the **Click Here to Publish this Event** button.

Your event will now be accessible through the My PL@DET search engine.

21. You have now scheduled and published your event and participants are now able to enrol.

Event Title: aaaa1			
Deliverer Name	Karina Bettison	Event ID	1050
Course Category	Registered Course	Event Status	Published
Course Code	reg123	Last Modified	05/04/2011



Details ✓

Schedule ✓

Evaluation Questions ✓

Publication ✓

Enrolment ✓

Materials ✓

Participation ✓

Evaluation ✓

Publish Event

This event is published, below is the Course Contact details:

Karen Yager
(Senior Education Officer Class 2)
Phone: 1234567
Email: karen.yager@det.nsw.edu.au

☒ * This event has been endorsed by the course contact listed above.

☐ Tick this box to indicate that this event is not to be advertised for viewing or enrolment via the My PL@DET search engine. E.g. A local school event that is not open to others.

Click Here to Re-publish this Event

Withdraw this Event



Please note that:

- although **Deliverers** can manually enrol participants, it is preferable that participants personally enrol so that they can provide specific information and/or dietary requirements
- if you wish to advertise your course or program event or you choose not to publish it in the My PL@DET search engine (by ticking the do not advertise box) you can provide participants the direct link for enrolment. The stem of the link is always the same:
<https://www.det.nsw.edu.au/docprs/publicViewEvent.do?eventId> To complete the url, click on **My Events** on the left-hand navigation bar. Take note of the particular event ID. Add the *Event ID number* to the end of the stem. In the following example, the event ID is 470 so that the direct link to the event is:
<https://www.det.nsw.edu.au/docprs/publicViewEvent.do?eventId=470>
Participants can then click the link to go straight to the event enrolment form in My PL@DET
- further information about managing course or program events can be found in the user guide, *DELIVERERS: Managing a professional learning event via My PL@DET*